
From: R6Special1
Sent: Wednesday, August 30, 2017 2:52 PM
To: R6 Regional Info
Subject: Harvey Response

Effective immediately, all personnel working in any capacity as part of the TS/Hurricane Harvey Response, should ensure they capture any and all records related to this incident. The date of these items should begin on 8/23/2017 and continue until future notice. It is recommended that you create a folder within your Outlook inbox titled "Harvey Response." Please copy all existing items to that folder. Once that step is completed, please forward all items from that folder to the mailbox: R6HarveyInfo@epa.gov. Please include that mailbox as a "CC" address until the incident response is concluded. In the subject line, please start with "**M6H1 – Harvey Response**" and then add whatever information necessary for that message. Please continue this practice until further notice. Personnel being added to the IMT and assigned specific functions should also have Unit specific mailboxes to utilize as part of those response duties. Once assigned to the IMT, do not use your regular email account to send messages on behalf of the IMT.

Should you have other documents not contained in email that pertain to the response, please notify the Incident Documentation Unit (currently Derek Ragon, SF-VI) and arrangements will be made for someone to copy those items and include them in the overall collection. It is important for us to keep a comprehensive record of what we have done during this event. **This includes text messages.** Please note that text messaging is a much more time consuming process and involves much labor on the part of the person utilizing this media. It is preferable to send email whenever possible. We will be republishing instructions from EPA HQ on the proper steps for capturing text messages for those who must do that. Again, should questions arise, please contact Derek Ragon at x7362 or via email (note, I am currently deployed so my replies will probably not be immediate).

Contact: [Derek Ragon](#) at 214.665.7362,

Web Link:

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